Linz Termine

Culture on Demand

User Manual

Performing Searches in the Databank

TABLE OF CONTENTS

1 INTRODUCTION

Linz Termine is a detailed and comprehensive guide to what's happening in Linz. This service is provided by the City of Linz.

The information is entered and updated by the event organizers themselves, which assures that everything is kept current. They enter the dates, update the info when changes occur, and provide additional details via links to their own websites.

This makes it a lot easier to offer a custom-tailored program of activities to demanding audiences. After all, not having to track down the latest issues of all sorts of magazines and then to spend a lot of time hunting through them for what you want makes it a lot easier to plan your leisure-time activities.

Linz Termine also places a new and highly profession tool at the disposal of tourism industry professionals for designing their package deals. Hotels can efficiently suggest activities for their guests, and now it's much more convenient to do longer-term planning and make timely reservations via telephone or an event organizer's website.

With high-tech features expertly implemented by Ars Electronica engineers, this solution significantly facilitates Linz event organizers' publicity work and opens up exciting new prospects for bringing guests from all over Europe to Linz, a city that's world-class when it comes to media art.

This manual is designed to assist you in searching for event information in Linz Termine.

If you're interested in getting active as an event organizer, our Event Organizer Login gives you the opportunity to get registered as such and to directly notify the responsible government agency of your event online. Details are available in Section **7 Event Organizer Login**.

2 THE ABCS OF SEARCHING FOR AN EVENT

The following steps will make it easy for you to search for events in Linz Termine.

- In the menu, you can choose to search for an event by date.
    - o In the blank <u>Date Entry</u> field, enter the date you're interested in.
    - o Then, click on the GO button.
    - o Linz Termine then provides a list of all events taking place on that day.
    - o Click on the name of the event you're interested in. This brings up a page containing details about the event.
- In the menu, you can choose to search for an event with the help of a search term.
    - o Enter the search term in the blank <u>Search</u> field.
    - o Then, click on GO.
    - o Linz Termine then provides a listing of all events entered in the databank that contain this search term.
    - o Click on the name of the event you're interested in. This brings up a page containing details about the event.
- In the menu, you can choose to search for an event in several categories.
    - o Select a category from the menu. The options include:

        <u>Exhibitions</u>

        <u>Stage/Music/Literature</u>

        <u>Festivals</u>

        <u>Sports</u>

        <u>Leisure/Entertainment</u>

        <u>Linz09</u>

        <u>Neighborhoods</u>

        <u>Event Series</u>

        as well as various sub-categories.
    - o Linz Termine then provides a listing of all events in that category.
    - o Click on the name of the event you're interested in. This brings up a page containing details about the event.

3 THE HOMEPAGE

The homepage of Linz Termine's website spotlights current events of particular interest. If you ever get lost while searching for an event on this site, then simply clicking on the HOME link above the menu and on the toolbar at the bottom of the screen or clicking on the Linz Termine logo will get you back to the homepage.

3.1 LANGUAGE SELECTION

Linz Termine is making an effort to provide our international and non-German-speaking users with access to our event calendar. You can change the site's language at any time. Select the language you prefer above the Linz Termine logo.

Since the event information is entered directly by the event organizers themselves, we regret that we're unable to guarantee that there will be a description of every event in English.

3.2 CURRENT EVENTS

At the beginning of each week, our German-language homepage will feature a new list of all events scheduled for the coming week whose information was submitted with a photo. From this list, we'll select those events that will be featured for a particular period of time (3-4 days or so). In making our selections, we'll try to achieve an interesting mix of events and venues in order to provide a representative picture of the activities being publicized in Linz Termine.

Our English-language homepage will spotlight categories in which notable events are taking place.

4 SEARCHING FOR AN EVENT

4.1 SEARCHING FOR AN EVENT BY DATE

Linz Termine enables users to search for events on a specific date. Two options are available to do so: entering the date directly or performing an event search by means of a listing of current events.

4.1.1 ENTERING THE DATE

To search for an event on a specific day, go to Date Entry in the menu and enter the date in the field provided. Just to the left of it, there's also a Calendar designed to make it more convenient to enter the date.

On the calendar, the current day is framed in red. Saturdays, Sundays and holidays are highlighted with a light gray background. The left arrow gets you to the previous month; the right arrow to the next month. To change years, use the arrows next to the year. You select a specific date by simply clicking on it. Confirm your selection by clicking on OK.

Finally, click on the GO button to display a comprehensive overview of all events being staged in Linz on that particular day.

4.1.2 TODAY / TOMORROW / NEXT WEEK

Linz Termine also makes it convenient to launch commonly-used limited searches such as Today, Tomorrow and Next Week in order to display a comprehensive overview of all events being staged in Linz in that particular timeframe.

4.2 SEARCHING FOR AN EVENT WITH A SEARCH TERM

4.2.1 SEARCH

Clicking on Search in the menu brings up a blank text input field in which you can enter a search term. After clicking on the GO button, you'll get a list of all events yielded by that search term.

4.2.2 EXPANDED SEARCH

In the Expanded Search area, you can make your search as specific as you want. It's up to you how many restrictions you want to apply. Then, launch your search by clicking on the Start Search button.

→   SEARCH TERM

Enter your search term into the blank text input field.

→   CATEGORY

Select a category from the list. If you want, you can further restrict the search by selecting a sub-category.

→   EVENT VENUE

Select an event venue from the list.

→   EVENT ORGANIZER

Select an event organizer from the list.

→   TIMEFRAME

There are several options available in searching for an event by date. You can restrict the search to a certain period of time, or you can search for a specific event on a particular day or in a particular timeframe.

4.3   SEARCHING FOR AN EVENT IN THE ASSIGNED CATEGORIES

Say, for instance, you want to know which plays are being staged in the near future, if there's an upcoming speech you might like to attend, or whether an interesting exhibition can hopefully rescue a rainy weekend.

Categories and sub-categories let you browse through the necessary info arranged in catalog format. All events listed in Linz Termine are assigned to at least one category.

When you select a category in the menu, you're either provided with search results immediately or you're presented with a list of sub-categories. One option in this latter case is to click again on the main category to obtain a listing of all events of this type including all sub-categories. Or you can select a sub-category to quickly and easily narrow down your search results.

The following categories and sub-categories are available:

- Exhibitions
- Stage / Music / Literature
    - o Music
    - o Theater / Cabaret
    - o Literature
    - o Dance / Shows
- Festivals
- Sports
- Leisure / Entertainment
    - o Film / Cinema
    - o Continuing Education / Politics / Business
    - o Speeches
    - o Guided Tours / Excursions
    - o Kids / Young People
    - o Festivals / Customs & Traditions / Balls
    - o Migration / Integration
    - o Markets / Trade Shows
    - o Culinary
    - o Miscellaneous
- Linz09
    - o Linz Welcome
    - o Linz Capital
    - o Linz Power
    - o Linz Travel
    - o Linz World
    - o Linz Memory
    - o Linz Knowledge
    - o Linz Pleasure
    - o Linz Holiday
    - o Linz Dream
- Neighborhoods
    - o Urfahr-Center, Pöstlingberg

- o Gründberg, Harbach, Heilham
- o Dornach-Auhof, Magdalena
- o Linz-Downtown
- o Freinberg, Froschberg
- o Bulgariplatz, Frankviertel
- o Industrial & Commercial Zone, Harbor
- o Bindermichl, Spallerhof
- o Neue Heimat
- o Kleinmünchen, Scharlinz
- o Ebelsberg
- o Pichling
- Series of events

4.4 CORRECTLY INTERPRETING SEARCH RESULTS

Linz Termine first delivers a listing of your search results. When you select a particular event from the list, you're provided with complete details about it.

4.4.1 LISTING SEARCH RESULTS

The results of your search are displayed in a list. You can determine the Sorting of your hits either by date or by the title of the event.
You can also determine how many Hits per Page Linz Termine displays.

If your search yields too many or too few hits, you can go to Expanded Search and restrict and/or revise your search parameters.

The list of results provides the following info about each event:
- Title of the event
- Date of the event
- Category of the event
- Event venue

You're also provided with additional information such as premiere, vernissage, sold out, cancelled and whether an event is part of a series.

In conjunction with the Capital of Culture year, Linz Termine will display a small Linz09 symbol to designate events connected with the European Capital of Culture lineup. This tag will be applied directly by Linz 2009.

Clicking on the title of the event brings up a detailed description of it.

4.4.2   DETAILS ABOUT AN EVENT

Linz Termine enables event organizers to input detailed and comprehensive info about their events. The following types of information can be provided (if the event organizer chooses to do so):

- Title and subtitle
- Part of which series of events
- Duration of the event
- Picture(s) of the event
- Dates
- Event venue
- Opening hours
- Description
- Price categories
- Ticket sales information
- Event organizer
- Links

If the event organizer has provided several pictures, you can click on the Additional Images link to view all of them. Clicking on the Enlarge Image link enables you to view the picture of the event at maximum resolution. Please keep in mind that all images are copyrighted.
As a default setting, Linz Termine displays the first 10 dates of a particular event.
Clicking on the Additional Dates link enables you to view all dates on which an event will be staged.
If an event is part of a series of events, clicking on the respective link (Part of a Series of Events:) delivers an overview of other events connected with this series.

5 HELP

The Linz Termine crew has tried to make the search process as intuitive as possible. Nevertheless, questions do arise occasionally. For this reason, we've compiled a list of the most frequently asked questions (FAQs). This manual provides a comprehensive overview of the entire event search process.

5.1 FAQS

You'll find a compilation of frequently asked questions about Linz Termine and the answers to them at Help / FAQs.

5.2 USER MANUAL

Click on Help / User Manual to access the Linz Termine help file. In the user manual, you'll find comprehensive documentation and instructions on using Linz Termine. In addition to a detailed description of the individual functions, there are also numerous helpful tips on how to take advantage of the user interface's features.

The user manual is a PDF file. If your computer doesn't have the software necessary to read this type of document, then you can download Acrobat Reader free of charge from http://www.adobe.com.

5.3 STILL HAVE QUESTION?

If you have questions, suggestions or problems, please contact us. Andrea Pachinger (phone: 0732/7070-1363, e-mail: andrea.pachinger@mag.linz.at) would be pleased to assist you.

LINZ TERMINE

6 LIST OF EVENT ORGANIZERS

More than 600 event organizers publicize their events in Linz Termine, and the number is continually growing. A quick glance at our List of Event Organizers is itself convincing testimony to the diversity of cultural life in Linz.

To do so, select a letter from the list and then click on the Display button.

You can select any individual event organizer in order to obtain general information and contact details. Normally, the following info is provided:

- Name of the event organizer
- Address of the event organizer
- How to contact the event organizer
- The event organizer's logo

You can also bring up a list of events currently being staged by the event organizer.

7 EVENT ORGANIZER LOGIN

The Login area is accessed via the menu on Linz Termine's homepage
http://www.linztermine.at.

Click on Event Organizer Login to get registered, to log in, to get help if you've forgotten
your password or username, or to notify a government agency of your event directly online.

7.1 GETTING REGISTERED AS AN EVENT ORGANIZER

If you'd like to take advantage of Linz Termine's event calendar to publicize an event that's
taking place in Linz, you can get registered free of charge in the Login area.

We request that the individual with primary responsibility for registration information apply
for the Linz Termine account. This individual will be granted the right to authorize other
individuals to input information about events. The individual with primary responsibility will,
however, retain the exclusive right to specific information such as information about the
event organizer, the right to grant and cancel authorization, and the right to define friends.

If you're already administering your event dates in a database, you might be a candidate for
interface programming that would eliminate the necessity of manually entering the event
information. If you're interested in exploring this option, please get in touch with Linz
Termine directly.

Clicking on the Get Registered as an Event Organizer link opens up a window in which you
enter your data and then submit it. All fields designated with an asterisk (*) are mandatory
entry fields. Be sure to use upper or lower case letters as required.

Once your personal information has been checked, you'll be e-mailed an access code you
can use to log in and independently enter information about your event into the databank.
This can take until the next business day. The confirmation e-mail will be sent to the
address that you've provided.

Here, we also wish to inform you that we reserve the right in individual cases to permit
event information, texts and photos to be forwarded to other websites. If this provision is

unacceptable to you, then we request that you contact us prior to registration.

Linz Termine is meant solely to publicize events taking place in the City of Linz. Entries that are not in compliance with this provision will be removed from public view and the organizer of the particular event will be notified by e-mail that this has been done.

The City of Linz reserves the right to act in accordance with its own editorial policies and, without having to cite the specific grounds for any such action, to bar any event organizer from registration or to cancel the registration of any previously registered event organizer.

7.2 LOGIN

As soon as you've received your access data, you can go to the Login area and log in. To do so, use the input mask provided. After entering your username and password, click on the Login button to get into the event organizer site.

7.3 FORGOT YOUR USERNAME / PASSWORD?

If you make a mistake entering your password or username, you receive the following error message: "Incorrect username or password". Please re-enter your access codes. Be sure to use upper or lower case letters as required.

If you've forgotten your access codes, go to the Login area to have your access codes e-mailed to you. At Username / Password Forgotten, input your e-mail address and surname.

If you've changed your e-mail address since you got registered, please contact Linz Termine directly.

If your e-mail address can't be found in the databank, your query will be processed by the system administrator, in which case there might be some delay in e-mailing you your username and password.

7.4 NOTIFYING GOVERNMENT AGENCIES OF YOUR EVENT

Commercially staging public events requires the authorization of the responsible government agency. Linz Termine provides an Online Event Notification form that makes it quick and easy to do so. You'll find the form in the Login area.

Authorization isn't necessary if the event is staged by and at a hotel or restaurant and if the affair is one that's typical for this type of hospitality industry operation.

When the operation is a night club, though, authorization is necessary.

Events that are not staged for the purpose of gain on the part of the event organizer and those that serve strictly cultural and athletic purposes or educational purposes for either young people or adults require no authorization. Nevertheless, the responsible government agency must be notified in a timely manner in order for it to be possible to ascertain in advance whether the event is in the public interest with respect to order, security and environmental protection.

8 GETTING THERE

8.1 CITY MAP

Linz Termine users can also directly access a map of the City of Linz. This lets you ascertain which part of town an event is taking place in or where an event venue is located.

In addition to a variety of different maps, the link provided also offers a great deal of useful information—for instance, you can take a virtual tour of the city and find out about streets and their names.

8.2 PUBLIC TRANSPORTATION TIMETABLES

Day and night, riding the Linz Linien, the city's public transportation system, is a convenient way to get to an event and back home afterwards. The link provided lets you plan your trip. A particularly nifty feature of the Linz Linien online timetables delivers, along with the results of a query, a small city map that indicates your route right to the event venue.

9 BARRIER-FREE DESIGN

Linz Termine is a barrier-free website. Barrier-free design means that Linz Termine's user interface is set up in such a way that it can be utilized without limitation by everyone, regardless of any handicaps they might have.

Blind and visually impaired users can have the Linz Termine website's contents read aloud to them via special software or printed out in Braille type.

Users with poor eyesight can change the typeface size to adapt it to their individual needs. Depress the Strg (Ctrl) key on the bottom left of your keyboard and use the little wheel on top of your mouse to make the typeface larger or smaller.

The site's high-contrast color scheme and clear typefaces facilitate legibility by people with certain types of color-blindness (such as the inability to distinguish between red and green).

People with motor dysfunctions who are unable to use a mouse can navigate via keyboard.

10 CONTACT

If you'd like to get in touch with us, there are several ways to do so:

Andrea Pachinger has primary responsibility for LinzTermine. Her e-mail address is Andrea.Pachinger@mag.linz.at. She's the go-to person for all questions and suggestions having to do with Linz Termine.

The address for technical issues is webmaster@linztermine.at. Questions about the technology in use, technical problems encountered in page set-up, etc. will be answered by the webmaster.

Magistrat Linz
Stadtkommunikation Linz
Altes Rathaus, Hauptplatz 1
4041 Linz, Austria
Andrea Pachinger
Telephone: +43(0)732/7070-1363
Fax: +43(0)732/7070-54-1363

11 CREDITS

Linz Termine is a project of the City of Linz. Ars Electronica GmbH is responsible for the technical implementation.

Linz Termine's mission is to serve as the Internet portal to cultural and recreational activities in Linz, and to make available a user-friendly listing of and background information about a wide variety of events and offerings.

The individual event listings are posted by the event organizers themselves, and they alone are responsible for posting correct, updated listings. The event organizers bear full responsibility with respect to copyright to the pictures and/or graphic material that they post to this website; accordingly, the City of Linz proceeds under the assumption that the use of such material is legally permissible under each image's respective copyright provisions.

The City of Linz reserves the right to act in accordance with its own editorial policies and, without having to cite the specific grounds for any such action, to bar any event organizer from registration or to cancel the registration of any previously registered event organizer.

The layout and design of this website's entire content including all individual elements are protected by copyright, as are all individual postings. Duplication or any other re-use of this material is permitted for private, non-commercial purposes only. Modifying this material in any way is strictly prohibited.

Public or commercial use of this website's content is permitted only with the express, written consent of Stadtkommunikation Linz, and may be done only with proper source attribution.

Linz Termine makes an effort to establish the respectability and reliability of the other websites to which links are provided on this website; nevertheless, since the possibility exists that illegal material may be found in subdirectories of such websites or may have been posted to such websites in subsequent updates, Magistrat Linz dissociates itself from the contents of all other websites.

The person to contact with questions about Linz Termine is Andrea Pachinger,
Stadtkommunikation Linz; telephone: 7070-1363, e-mail: andrea.pachinger@mag.linz.at

Media proprietor, publisher & content coordinator	Magistrat Linz
	Stadtkommunikation Linz
	Hauptplatz 1, 4020 Linz
	Tel.: +43 (0)732 7070 1363
	Fax: +43 (0) 732 7070 54 1363
	E-mail: komm@mag.linz.at
	Web: http://www.linz.at
Editor-in-chief	**Karin Frohner**
Content coordinators	**Elisabeth Stiftinger**
	Andrea Pachinger
Information technology, applications and support	**Karin Janko**
Re-design commissioned by	Linz 2009
	Kulturhauptstadt Europas OrganisationsGmbH
	Gruberstraße 2, 4020 Linz
	Tel. +43 (0)732 2009
	E-Mail: office@linz09.at
	Web: www.linz09.at
Project coordination	**Ulrike Ritter**
Web design & programming	Ars Electronica GmbH
	Ars Electronica Future Lab
	Hauptstraße 2-4, 4040 Linz
	E-Mail: info@aec.at
	Web: http://www.aec.at
Technical implementation	**Michael Badics**
	Stefan Eibelwimmer
	Clemens Häckl
	Christoph Hofbauer
	Tamara Kub
	Carola Unterberger-Probst
	Claudia Wall

Barrier-free design	Kompetenznetzwerk
	Informationstechnologie zur Förderung der Integration
	von Menschen mit Behinderungen (KI-I)
	Hafenstraße 47-51, 4020 Linz
	E-Mail: info@ki-i.at
	Web: http://www.ki-i.at
Barrier-free design expertise	**Gerhard Nussbaum**
	Stefan Parker